NPC Inspection vs. NSACA Endorsement Visit

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Comparison

Vs

NPC inspection	NSACA visit
WHO: 1 Navy inspector	WHO: 2 NSACA volunteer endorsers
FROM: Navy Personnel Command, Millington, TN	FROM: NSACA volunteers usually from your area
WHEN: Unannounced	WHEN: Scheduled by you when you are ready

Requirements/Regulations

Vs.

NPC inspection	NSACA inspection
REQUIREMENT: Annual NPC inspection	REQUIREMENT: Must be accredited by CY06
**Compliance required by the Department of Defense instruction (DoDI) 6060.3	**Accreditation required by DoD and ASN as of February 2004.
NOTE: All services (Air Force, Army and Marine Corps) are required to comply with this instruction	NOTE: ALL Air Force and Army SAC Programs are accredited

Required Paperwork

NPC

1. Standard Operating procedures (SOPs) including special needs
2. Staff handbook
3. Parent handbook
4. Staff background checks files
5. Staff training files
6. Children's files
7. Menu calendars
8. Lesson plans and Weekly Calendars
9. DOD Certificate to Operate
10. Budget
11. Parent Advisory Board

NSACA

1. Special needs policies
2. Staff guidelines (handbook)
3. Parent guidelines (handbook)
4. Personnel files (background checks)
5. Staff Development plan (training files)
6. Children's files
7. Sample menus of snacks/meals
8. Sample of program planning files
9. License
10. Budget
11. Parent Advisory Board

Other Paperwork

NPC

- Indoor/outdoor inspection checklists
- Inspection reports: Preventative medicine, Safety and fire drill, multi-disciplinary inspections
- Other SOP requirements
- Resource and Referral
- 3-tier waiting list
- SAC fees
- Volunteer Forms

NSACA

- Attendance records
- Staffing patterns
- Personnel policies (job descriptions)
- Program Improvement Plan
- Program Observations and Tally Sheet
- Completed Parent Questionnaires and Tally Sheet
- Completed Staff Questionnaires and Tally Sheet
- Completed Child Questionnaires and Tally Sheet

Ratings

Vs.

NPC

7 Inspection Criteria:

1. **Physical Environment**
2. **Fire Protection/Health**
3. **Developmental Program and Parent Involvement**
4. **Child Abuse Protection**
5. **Nutrition and Food Service**
6. **Staff Qualifications and Training**
7. **Management and Administration**

Levels of compliance:

Met or Not Met

NSACA

6 Standards:

1. **Human Relationships**
2. **Indoor Environment**
3. **Outdoor Environment**
4. **Activities**
5. **Safety, Health and Nutrition**
6. **Administration**

Rating level:

0= standard not met

1= standard is somewhat met

2= standard is substantially met

3= standard is fully met

Day of…

Vs.

NPC Inspection	NSACA Visit
SURPRISE!	*Scheduled endorsement visit*
• Orientation	• Orientation
• Tour of facility	• Tour of facility
• Meet staff	• Meet staff
• Observations	• Observations
• Document reviews	• Document reviews
• Program out brief	• ASQ Team meeting
• Command out brief	• Exit interview

NSACA Standards

6 Standards with 36 Keys

	Standard	**Keys**
1.	Human Relationships	1-8
2.	Indoor Environment	9-10
3.	Outdoor Environment	11
4.	Activities	12-15
5.	Safety, Health and Nutrition	16-20
6.	Administration	21-36

NSACA Ratings

Weighted Keys

Must score <u>at least</u> a '2'

- 1-8
- 16-26
- 28-30
- 32

All other keys must be an "average of 9"

- 9-15
- 27,31 & 33-35

NSACA Timeline

12-15 months

- **Prepare/educate the staff**
- **Target date for Community Meeting**
- **Form ASQ Team**
- **Target date for first ASQ team meeting**
- **Complete questionnaires**
- **Conduct Observations**
- **Target date to summarize and develop action plan**
- **Taking action and making improvements**
- **Feedback from an outside observer**
- **Re-administer staff questionnaires**
- **Second Observations**
- **If necessary…more Child, Family and Host questionnaires**
- **Complete application**
- **Target date for application**

Endorsement Visit Day 1

1200 Endorsers arrive, spend 20 minutes touring the facility

1220 Endorsers begin mid-day observations

1300 One of the endorsers begins document review

1330 Both endorsers review documents

1440 Introduce endorsers to the rest of your staff

1500 Both endorsers observe SAC program

1745 ASQ Team Meeting

1845 Endorsers leave…and go over the days observations

Endorsement Visit Day 2

0700 Endorsers begin observations of before school program

0730 One endorser may ask the director some questions and may check on more documents

0830 Endorsers meet *privately* in a quiet room to prepare for exit interview

0930 Exit Interview

1100 Endorsers depart! YIPEE!!

ASQ (Advancing School Age Care Quality) Team Meeting

- Takes place in the evening of the first day… usually around 6 pm
- ALL ASQ team members should attend
- 45 minutes – 1 hour
- Endorsers will follow a script

Goal and Objectives:

1. A time for the endorsers to learn how the ASQ Team contributed to the program improvement process.
2. To learn how each member was involved in data collecting and change making.
3. To determine the likelihood that the program will sustain the quality observed by the endorsers.

Exit Interview

This is an opportunity for you to comment on any standards that the endorsers rated lower than the accreditation criteria. It is also a time when the endorsers can ask you any final questions they have about your program.

- Takes place around noon at the end of the second day.
- A script is followed
- The ONLY people involved
  - 2 endorsers
  - Program director
  - 2 other members of your ASQ team

The NSACA Decision

- **2 endorsers submit final report with a recommendation to NSACA to either accredit or defer the decision until the program has time to make improvements**
- **NSACA staff review all paperwork and endorsers' report**

IF…

- **the endorsers' report supports the ratings on the standards, and**
- **the ratings fit the criteria for accreditation, and**
- **the program's evaluation of the visit was positive, and**
- **the endorsers recommend accreditation**

THEN…

✓ ***the program is ACCREDITED!***

Deferrals

IF…

- **The documentation of the visit supports the ratings on the standards, and**
- **The ratings on the standards fit the criteria for deferral, and**
- **The endorsers recommend deferring the decision, and**
- **The program's evaluation of the visit is positive, and**
- **All procedures were followed,**

THEN…

❖***The decision will be deferred until the program has time to make further improvements.***

Cost of Accreditation

- **$150 for the ASQ Kit**
- **Right now…$750 for your endorsement visit…but this is changing to ABOUT 2K.**